



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

June 29, 2012

To: Each Supervisor

From: William T Fujioka
Chief Executive Officer

Lisa M. Garrett
Director of Personnel

Board of Supervisors
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Second District

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Third District

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Fifth District

CHILD SUPPORT SERVICES WORKFORCE REDUCTION MITIGATION

In April, 2012, the Child Support Services Department (CSSD) informed the Board of its intent to implement a workforce reduction plan consistent with Civil Service Rules and Board policy. From February, 2012 through the present, the Chief Executive Office (CEO), Department of Human Resources (DHR) and CSSD have been actively involved in the mitigation process to avoid any involuntary layoffs of CSSD staff.

Background

In December, 2010, the State of California notified the CSSD that it would reduce its supplemental funding for information technology programmer positions. This funding expired during February, 2012; however, CSSD used its base information technology allocation for Fiscal Year 2011-12 to extend 19 positions through June 15, 2012. CSSD lacked sufficient budgetary resources to fund these positions for Fiscal Year 2012-2013. Consequently, on May 20, 2012, CSSD prepared a Workforce Reduction Plan that included 16 of the original 19 impacted employees (one employee retired and two other employees were placed).

Since February, 2012, DHR has worked collaboratively with CSSD, the CEO, and County Departments to find alternative placements for the impacted CSSD staff.

Placement Activities

To facilitate the placement of the CSSD employees, DHR conducted the following activities:

- Issued a memorandum from the Director of Personnel to department heads on February 6, 2012 to announce the immediate need to place CSSD employees. Beginning May 11, 2012, these communications increased in frequency to weekly emails to request continued assistance in the mitigation effort.
- Maintained on-going contact with chief deputies, administrative deputies, departmental human resources managers, information technology managers, and other departmental staff at monthly meetings.

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- Monitored information technology-related examination requests and advised departments to give first consideration to qualified CSSD employees prior to hiring from any certification list. In addition, CEO placed holds on vacant positions for the impacted classifications in the eHR Position Control system to ensure that first consideration for hire was given to CSSD employees.
- Researched available vacancies to identify potential placement opportunities for the CSSD employees and engaged department representatives in the consideration of the CSSD employees for those vacancies.

Twelve departments participated in the placement process by inviting CSSD employees to interviews. Four departments, Internal Services, Mental Health, Sheriff, and Probation, placed 11 employees. The remaining eight employees either chose to retire from County service or accepted reductions in CSSD. The breakdown of the status of the 19 impacted CSSD employees is reflected in the chart below.

Workforce Reduction Mitigation Activities

As of June 25, 2012, all CSSD employees seeking placement received offers of employment from the above mentioned departments.

The following is a disposition summary of the 19 employees originally impacted by the CSSD workforce reduction:

Classification	Accepted Reduction in CSSD	Hired by other County Depts	Laid Off / Elected Retirement*	Involuntarily Laid Off	Total
Application Developer II		2			2
Assistant Data Processing Manager	1				1
Information Systems Analyst I		1			1
Information Systems Analyst II	1				1
Information Systems Supervisor I		1	1		2
Principal Application Developer		6			6
Programming Supervisor II	2				2
Senior Application Developer	1		1		2
Senior Information Systems Analyst			1		1
Senior Information Technology Aide		1			1
Total	5	11	3	0	19

* Retirement paperwork has been filed for two of these employees as of June 15, 2012.

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As a result of the concerted efforts of DHR, CEO, and County departments, no employees were involuntarily laid off from County service. Eligible employees will be placed on a reemployment list. Based on applicable Civil Service Rules, hiring departments will be required to utilize these lists to fill certain vacancies.

If you have any questions, or need additional information regarding this matter, please contact Ellen Sandt at 213-974-1186 or Lisa Garrett at 213-974-2406.

WTF:EFS
LMG:SKT:ef

c: Executive Office, Board of Supervisors
County Counsel
Child Support Services

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